



THASNI HAMEED

HUMAN RESOURCES PROFESSIONAL

PROFESSIONAL PROFILE

I Resourceful Human Resources Manager offers employee relations and business management expertise paired with first-rate communication and problem-solving abilities. Strategic and well-rounded professional seasoned in managing and overseeing various aspects of HR. Commended for building trusting relationships within organization to support business needs.

WORK EXPERIENCE

HUMAN RESOURCES MANAGER

ALT-D Technologies LLP

November 2022 - Present

- Supported top talent identification processes by interviewing candidates and executing onboarding, orientation and benefits processes.
- Posted job announcements and pre-screened applicants to candidates for available positions.
- Guided new hires through orientation and onboarding and explained documentation requirements to facilitate HR process.
- Created, organized and maintained employee personnel files to keep sensitive data secure.
- Assisted with planning, organizing and coordinating company events.
- Developed and maintained training materials and benefits packets for new hires.
- Conducted employment verification and background investigation to facilitate hiring process.
- Guided employees through automated self-service platform for real-time attendance tracking and queries.
- Initialized background checks for potential new hires.

CONTACT



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Hameed Heritage

67/2677

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Cochin- 682018

Ernakulam District

SKILLS

- Team Work
- Time Management
- Employee Engagement
- Policy Improvement
- Recommendations
- Performance Management
- Systems
- Training Needs Analysis
- Hiring and Onboarding
- Exit Interviews and Processes
- Payroll Administration
- Employee Relations
- Human Resources Operations
- Training Development

ACCOMPLISHMENTS

- Actively volunteered for various events of 'Inspira', the inter-college Tech Fest conducted by UC College for college students in 2020.
- Participated in Civil Expo 2018 which was conducted by Adishankara institute of engineering and technology and won the Second Prize.
- Participated in Min to Win it competition conducted by Adishankara institute of engineering and technology in 2016.
- Actively attended 10 days Internship Programme at Marymatha Constructions.
- Actively attended 10 days Internship Programme at A-Z Pile and Foundations.

LANGUAGES

- **ENGLISH**
- **MALAYALAM**
- **HINDI**

- Planned corporate events, conventions, meetings and gatherings.
- Created and maintained internal job descriptions and postings to accurately reflect roles.
- Reconciled payroll accounts to keep accurate accounting records for tax filing and measuring financial health.
- Improved employee engagement and moral by developing wellness programs for employees and enforcing positivity guidelines.
- Conducted employee hiring and exit interviews.

HUMAN RESOURCES ASSISTANT

DESIGN DIRECT UK

April 2022 - November 2022

- Assist with day to day operations of the HR functions and duties.
- Provide clerical and administrative support to Human Resources executives.
- Recruitment, Induction and on boarding of new hires.
- Supporting Project Manager in analyzing each and every project's Profit and Loss .
- Monitoring the employees productive working hours.(By using Hubstaff App).
- Overall incharge of Hubstaff App.
- Compile and update employee records (hard and soft copies) Process documentation and prepare reports relating to personnel activities (staffing, recruitment, training, grievances, performance evaluations etc).
- Coordinate HR projects (meetings, training, surveys etc) and take minutes.
- Deal with employee requests regarding human resources issues, rules, and regulations.
- Assist in payroll preparation by providing relevant data (absences, bonus, leaves, etc).
- Communicate with public services when necessary. Properly handle complaints and grievance procedures.
- Coordinate communication with candidates and schedule interviews.
- Conduct initial orientation to newly hired employees.
- Assist our recruiters to source candidates and update our database.

PERSONAL DETAILS

Date of Birth : 13/04/1996

Gender : Female

Marital Status : Married

Fathers Name : Hameed PB

Mothers Name : Rahmath VM

Nationality : Indian

Passport Number : U52177181

Expiry Date : 11/03/2030

HUMAN RESOURCES INTERN

DESIGN DIRECT UK

JANUARY 2022- APRIL2022

- Update our internal databases with new employee information, including contact details and employment forms.
- Gather payroll data like leaves, working hours and bank accounts Screen resumes and application forms.
- Schedule and confirm interviews with candidates.
- Post, update and remove job ads from job boards, careers pages and social networks.
- Prepare HR-related reports as needed.
- Address employee queries about benefits (like number of remaining vacation days).
- Review and distribute company policies in digital formats or hard copies.
- Participate in organizing company events and careers days.

SALES MARKETING EXECUTIVE

Le-Pheonix Pvt Ltd

February 2019-July 2019

- Determine client needs and financials' abilities and propose solution that suits them.
- Provide guidance and assist sellers and buyers in marketing and purchasing properties for the right price under the best terms. Promote sales through advertisements, calling, marketing, listing on different channels.
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- Presentation of the project to the prospective buyers
- Oversee the promotion of property sales on advertisement media and listing services.
- Oversee arrangements to give prospective buyers the view of a property before closing deals.

COST ESTIMATION ENGINEER

Place Designs

July 2018 -January 2019

- Analysing plans, BOQ's (Bills of quantities) and other project documentation in order to estimate costs.
- Calculated correct costs for project-specific goods and services by gathering information from team members, sub-contractors and vendors.
- Assessing the financial, technical and operational risks of the project.
- Collected historical cost data to estimate costs for current or future products.
- Visiting project sites to gather information.
- Staying aware of the latest construction technologies.
- Keeping up to date with the latest regulatory and legislative requirements.
- Inputting into decisions over whether to bid for the project. Working closely with key members of the project team (such as the bid manager) and liaising with clients and suppliers.
- Keeping detailed records and writing reports.

EDUCATION

MBA | HR & MARKETING

UNION CHRISTIAN COLLEGE,EKM | 2019-2021

BTECH | CIVIL ENGINEERING

ADISHANKARA INSTITUTE OF ENGINEERING AND TECHNOLOGY| 2014-2018

ACKNOWLEDGEMENT

I HEREBY CONFIRM THAT ALL THE DETAILS FURNISHED ABOVE ARE AUTHENTIC AND ACCURATE TO THE BEST OF MY BELIEF.

THASNI HAMEED